



Dteq Password Policy

PASSWORD POLICY

Password Requirements

Accessing systems at North Metropolitan TAFE requires the use of strong passwords which means:

- Minimum length of passwords needs to be 8 characters.
- Your password must include a minimum of one upper case, one lower case and one number.
- You cannot change your password to any of your previously used passwords.
- You cannot use a single standard dictionary word, or any part of your name or account name.

Additional Recommendations

- Think of using a passphrase (combination of words); easy for you to remember, however, not easy to crack!
e.g. A few g0od men!
- IT Services recommends applying the above criteria points as a minimum, yet encourages you to make it as strong as possible.
- Think of adding special characters such as \$#!%*
- The use of blank spaces makes the password more difficult to guess.

Resetting Passwords

Note: Your password expires every 90 days.

- Reset your password at the start of each term.
This will provide for the 90 day password period.
- After 3 unsuccessful attempts to login, your account will be locked.
Contact the Library to reset your password.
- Remember to update passwords on all your devices.

Security

- Don't share your passwords with anyone, including students or staff. IT Support staff will never ask for your password.
- Don't write down your password or write it on a sticky note, placing it on your monitor especially where there are visitors or even random people that may be able to wander by.

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